

2019
Minister's Awards for Excellence
in Public Library Service
Nomination Package

The Minister's Awards for Excellence in Public Library Service encourages, recognizes and applauds excellence and innovation in public library service in Alberta.

Award Rules*:

Alberta public libraries, who meet the following criteria, are eligible for a Minister's Award for Excellence in Public Library Service:

- Awards are open to all public library boards and regional library system boards in Alberta.
- Awards are granted to the board of the library or system delivering the service being recognized.
- Award nominations will be reviewed by an awards committee.
- Any photos submitted may be used for promotional purposes (e.g. website).
- All nominations received that meet the Minister's Awards criteria will automatically be eligible for the YOU Libraries Award (*voting will occur March 18-22, 2019*). A separate nomination form is not required.
- *Only accepting nomination packages in electronic format. Please provide any pictures separately in a jpeg format.*

Nomination Checklist

Completed Nomination Form;

Completed Critical Information (detailed responses to the requested points one through seven in a **separate attachment**).

Freedom of Information and Protection of Privacy Act (FOIP)

The personal information that is provided in the nomination submission about the nominee is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Minister's Awards for Excellence in Public Library Service and YOU Libraries programs and to select and publicize the achievements of the award recipients.

DEADLINE FOR NOMINATIONS: February 15, 2019

The winners will be notified in writing of the selection committee's decision at the beginning of April 2019.

* Full rules available at www.albertalibraries.ca

Name of Service/Program Nominated

Library Board Name

Library Contact

First Name	Last Name	Title
Phone	Email	

Nominator

First Name	Last Name	Title
Email		

Critical Information:

Please use a separate Word document to answer the following questions.

1. Describe the library service under consideration for the award.
2. What were the goals, objectives and/or desired outcomes of this service?
3. What were the actual results of the service? (Include available measurements of success such as the use of statistics.)
4. What makes the service excellent and/or innovative?
5. How does this service fit into the library's plan of service?
6. What community need did this service meet? How was this need determined?
7. *Please attach additional documents **separately** (e.g. letters of recommendation and photos in a jpeg format).*

Full rules are available at:
www.albertalibraries.ca

**Packages and any other information can be emailed to:
Karen Petch at libraries@gov.ab.ca
With the subject line "Minister's Awards Nomination"**

Tip Sheet

Provided below are some additional points to consider when completing the **Critical Information** section of the nomination.

- Identification of partners in the service.
 - What was their role, how did they participate?
 - How did all partners benefit?
- What community need did this service meet? How was need determined?
 - Evidence from plan of service/needs assessment.
 - Usage or uptake of the new service.
 - How were library users made aware of the new service?
 - Statistics: number of users and who they are.
 - Did this service attract new library users?
- How could this service work in other libraries?
 - Are you able to share this service with other libraries?
- What were the lessons learned in developing this service?
 - If you were to do it again, what changes would you make, in approach or in implementation?
- The nomination may be accompanied by other supporting materials relating directly to the service under consideration.